



DAV PUBLIC SCHOOL, SAMASTIPUR

First Periodic Test : 2024 - 25

CLASS - X

INFORMATION TECHNOLOGY (402)

TIME : 1 Hr.

F.M : 20

1. Choose the correct option.

1x5=5

- i) Which style of communication is not suitable for conveying lengthy message?
- a) Non-verbal b) Verbal c) Written d) Visual
- ii) A _____ feedback follows a preset format or structure using which the receiver frames and sends it.
- a) Formal b) Informal c) Descriptive d) Non-descriptive
- iii) Which of the following is a barrier in effective communication?
- a) Linguistic clarity b) Concreteness c) Precision d) Personal differences
- iv) Which of the following commands will allow you to create a new template?
- a) File → ~~T~~emplates → ~~S~~ave
b) File → ~~N~~ew → ~~T~~emplates and Documents
c) File → ~~N~~ew → ~~T~~ext Document
d) All of these
- v) When you apply a _____, you apply a group of formatting effects together in one single step.
- a) Effect b) Style c) Template d) Format

2. Explain the following questions in brief.

2x2=4

- i) What are the measures to overcome different barriers to communication?
- ii) What is Style? Explain the types of Styles.

3. Explain the following questions .

3x2=6

- i) What is a template? Write the steps to create a new template in Writer.
- ii) Define table of contents. How it is useful ? What is hierarchy of headings in TOC?

4. What is Mail-Merge? Discuss the role of the components of Mail-Merge. Write the steps to implement Mail-Merge on a document in Writer.

5

or

Explain the following terms in context of images in a document :

Cropping, Grouping, Text wrapping, Anchoring, Arrangement
